

## **ST MARY THE VIRGIN RIVERHEAD WITH DUNTON GREEN**

### **ANNUAL REPORT FOR THE 2021 APCM**

#### **BACKGROUND**

We are an Ecclesiastical Parish within the Deanery of Sevenoaks, with St. Mary's located at the heart of Riverhead village, on the northern borders of the town of Sevenoaks, serving the villages of Riverhead and Dunton Green;. The building itself dates from 1831. The chancel and sanctuary were added in 1882 to a design by Sir Arthur Blomfield, but the nave itself was the work of Decimus Burton. The church became a parish in its own right in 1864. St. Mary's also serves as the parish church of Dunton Green, which had its own church of St. John the Divine until, sadly, it was made redundant in the 1980s.

As of 1 December 2019, we are part of the West Sevenoaks Team Ministry, working alongside St. Luke's, Sevenoaks and St. Mary's, Kippington. A new Benefice has been established and is known as the Benefice of West Sevenoaks. At the October APCM a new Joint Council was agreed for the Benefice and following elections this year will help to enable the Team to work together on agreed priorities.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Parochial Church Council (PCC) is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council powers Measure. St Mary the Virgin, Riverhead with Dunton Green is registered with the Charity Commission as a charity, registered number 1128522. The Parish was in interregnum until January 2021. In cooperation with the Vicar, the purpose of the PCC is the promotion within the ecclesiastical parish of the whole mission of the church, pastoral, evangelistic, social and ecumenical.

The method of appointment of PCC members is set out in the Church Representation Rules. In summary:

- Parishioners on the Local Electoral Roll elect the Churchwardens at the annual Vestry Meeting.
- The Churchwardens and Deanery Synod representatives (if not also churchwardens) are ex-officio members of the PCC.
- Members of the church who are listed on the Church Electoral Roll elect the other members of the PCC at the annual Parochial Meeting.
- All Churchgoers are encouraged to register on the Church Electoral Roll and stand for election to the PCC.

#### **LIST OF CHURCHWARDENS/OFFICERS/PCC/DEANERY SYNOD MEMBERS AS AT APRIL 2021**

##### **TEAM VICAR (with particular Responsibility for Riverhead with Dunton Green)**

Reverend Andy Finn (Chair from January 2021)

##### **CHURCHWARDENS: (Serve for 6 years, adopted each year)**

Alison Bull 2018

Rachel Wigley 2019

##### **LICENSED MINISTRY:**

Daphne Harrison - Licenced by the Bishop in January 2020 as a Licensed Lay Minister (LLM) to the West Sevenoaks Team Ministry

##### **PARISH SAFEGUARDING OFFICER:**

Susan Allender

### **PCC MEMBERS: (Date of election: serve for three years)**

Charlotte Rakhit	2018 - Standing Down 2021 APCM
Susan Allender	2018 - Standing Down 2021 APCM
Ali Wakefield	2018 - Standing Down 2021 APCM
Sarah Stott	2019
Simon Bull	2019
Jane Ibbotson	2020
Richard Gibson	2020
Barry Sharp	co-opted 2020
Karen Forster-Pearce	co-opted 2020

### **DEANERY SYNOD: Serve for three years**

Bennet Smith	2020
Margaret Nicholas	2020

### **OFFICERS:**

Stuart Wigley - Hon Treasurer  
Veronica Todd – Hon Secretary

### **STANDING COMMITTEE:**

Vicar, Licensed Lay Minister, Wardens, Treasurer, Secretary, Bennet Smith

The Parochial Church Council meets six times a year. The PCC and the Standing Committee are chaired by the Incumbent with one of the wardens as deputy. During the interregnum the meetings have been chaired by one of the Churchwardens. The Standing Committee meets to set the Agenda approximately two weeks before each PCC Meeting.

A part-time Honorary Parish Administrator is in post, undertaking those administrative duties necessary for the smooth running of the parish, including preparing and maintaining the registers, printing and circulating rotas, pew sheets, service sheets etc

The Stewardship Committee, delegated by the PCC, will be revisited after the APCM in order to share the workload between people, as it has been difficult to organise committees due to lockdown. The idea of the Stewardship Committee is to oversee and report back to the PCC on fundraising, financial, environmental ('Green Church') and procurement matters.

The PCC has delegated a Church Fabric Committee to oversee and report back to it on matters concerning church building, grounds and repairs. They have particular responsibility in responding to the various needs raised by our Quinquennial Inspections. They have also worked very hard at creating a welcoming church which, it is hoped, will lead to St Mary's being left open more often.

Safeguarding is on the agenda for every PCC and is overseen by our Parish Safeguarding officer. Over the last year the PCC has been kept informed about the latest updates to the guidance, reviewed training needs and has had due regard to the House of Bishop's safeguarding Policy and Practice Guidance.

### **WORSHIP AND OCCASIONAL SERVICES**

St Mary's is a village and local community church; serving all the functions that would be expected of it as such. It sits in an inclusive tradition; all are welcome - churched, unchurched, enquiring. Although the worship is centred on the celebration of Holy Communion, we also enjoy less formal forms of worship. Our Family Service each month is usually non-Eucharistic, but is still a meaningful but shorter service, especially accessible for families with very young children. We encourage all requests for Baptism in the church and, although the offering of marriage

ceremonies for divorcees is largely a matter of discretion for the incumbent, the PCC broadly accepts it. In the past, the parish has admitted children to Communion before Confirmation when they have already been accepted in a previous church; the question of a general policy could be considered for the future.

In normal times, a well-attended Parade Service for the local Uniformed Organisations is held at our Harvest Festival.

Local schools hold their various services in the church, and the vicar pays regular visits to them by arrangement with the head teachers.

The church holds Christingle and Crib Services on Christmas Eve, although these services were held on Zoom this year due to the Pandemic. These can fill the church to overflowing with children, their parents and their families, many of whom do not attend on a regular basis, but rightly regard St Mary's as their church; and are more than welcome.

Our Christmas Tree Festival (created by and for the church and local community & organisations) has proved very popular over the years; as has its Christmas Tree Carol Service on the Sunday afternoon of the festival weekend. Because of the Covid pandemic and resulting lockdowns, the Christmas Tree Festival was held virtually in 2020 and proved very successful.

Our normal pattern of weekly services is:

**Sunday:**

8.00 a.m. Holy Communion (BCP)

9.30 a.m. Parish Eucharist (CW)

9.30 a.m. Family Service (1st Sunday)

9.30 a.m. All-Age Eucharist (3rd Sunday)

9.30 a.m. Service is followed by coffee at the back of the church

**Thursday:**

11.00 a.m. (except the third Thursday) Holy Communion at Dunton Green Village Hall

During the interregnum, our Licensed Lay Minister, Daphne Harrison, had been taking non-Eucharistic services, funerals, Thursday Holy Communion at Dunton Green by extension (currently suspended due to lockdown), home communion visits, again by extension, (currently suspended due to lockdown) and arranging for visiting clergy, retired and in office, to take Eucharist services.

**NOTE:**

Due to the Covid pandemic and subsequent lockdowns, the majority of 9.30am services after our last APCM, have been held via Zoom. There were a few 8.00am and 9.30am services in church during September and October but they were stopped from November onwards because of the second lockdown. All Christmas services were held using Zoom. A midweek Compline service has continued on Zoom since the first lockdown and continues to be popular with some of the congregation.

Since the establishment of the new Benefice of West Sevenoaks, a prayer meeting continues to be held each Tuesday evening between 7.00 and 7.30pm with members of the three parishes. This is also held on Zoom at the moment, due to the lockdown.

Average Sunday attendance, in church, normally involves around 50 Adults and Children.

Since we have been holding Sunday services on Zoom, attendance has been 40 plus.

There are usually around 20 Baptisms and 3 to 4 weddings a year.

There are also around 30 funerals, cremations and interment services each year in normal times.

Since November 2020 there have been no weddings or baptisms, and 6 Funerals.

St Mary's continues to need people called to be part of our Ministry Team. The various duties include liaising with families for baptism preparation, supporting them through the baptismal ceremony and beyond, visiting the elderly and sick and offering home Communion to those who are housebound.

## **MUSIC**

The music at the 9.30 a.m. Parish Eucharist is usually led by the organ and the robed SATB choir. A weekly choir practice would normally take place on Thursday evenings. Unfortunately, it has not been possible to have singing in church since March 2020 because of the pandemic.

On the First Sunday of each month there is a non-Eucharistic Family Service, usually with more modern worship songs, often accompanied by a young person music group of instrumentalists.

Music has always been a very important part of the worship at St.Mary's. To that end we are very grateful to the continued invaluable contributions of Janet Sharp, Daniel Eaton and Nicholas Castell. Janet has successfully included hymns and music in our Zoom services, which has worked really well and for which we are very grateful, including a recording of Carols sung by the choir for Zoom Christmas services. We are looking forward to services being gradually introduced back in church after Easter. Hopefully, the music will follow once restrictions, due to the pandemic, are eased.

## **CHURCH LIFE**

The activities undertaken in the church are many and varied. Unfortunately, again, these have had to be suspended due to the Covid pandemic but it is hoped they will restart as soon as it is safe to do so.

They would normally consist of:

An excellent Tots & Toddlers group which meets every Monday afternoon.

A first-class Sunday Club with around 20 children on any given Sunday.

Much more difficult in recent years has been the provision of opportunities for young people in the 11+ category, and this is a subject that we will be looking to improve in the coming months.

We have a Mothers' Union representative, but there is no longer a Riverhead branch of MU.

We are one of the founders and keen supporters of the Littlecourt Lunch Club which provides an excellent meal each Tuesday. Our involvement consists not just of providing front-of-house and cooking teams, but also drivers who augment the Age Concern buses that bring some people in and take them home. Our Treasurer also oversees management of the funds.

St. Mary's takes part every year in the Riverhead Carnival. We have also in the past supported both financially and practically, the annual Dunton Green Fun Day in June.

The Lay Minister sometimes leads a service of Worship and Word at Hamlyn Court; sheltered accommodation in Dunton Green.

In the past we have worked with Faithworks, an offshoot of Bessels Green Baptist Church, to serve the Dunton Green community. We are currently actively pursuing new ways of reaching the people of Dunton Green with the Gospel.

We are active members of the Churches Together in Sevenoaks, meeting at times for special services and sharing Lent lunches

St Mary's has a link with our brothers and sisters in Harju-Risti church, Estonia - Pastor Annika Laats.

Our outreach includes helping to support Kenyan children through the Sevenoaks Kenyan Education Trust.

We support the annual Rochester Diocesan Poverty and Hope appeal and also actively promote the annual Thy Kingdom Come initiative as a means of encouraging prayer for others in our community

In past years at the APCM, we have voted to actively support two or three further charities and invite them to come to talk to us during a Sunday service. This is currently suspended but we hope to re-start it at the 2022 APCM.

We have an active Events Committee who organise social activities, as well as the catering for special occasions.

A regular group meets for bible study and prayer each Monday morning. There is a prayer board in the Lady Chapel for people to pin up their prayer requests.

In addition, the congregation is invited to participate in an ecumenical Lent Course led by our Vicar and also through Churches Together in Sevenoaks, together with similar activities from time to time.

### **Parish Finances**

Our finances were published in advance of the APCM and approved by the PCC. The Treasurer has worked extremely hard to reduce outgoings; for example by changing our Bank (reducing charges), energy supplier, telephone and photocopying contracts. We are enormously grateful to the Treasurer and everyone involved in this important task.

### **2021 and Beyond**

Some of the challenges we will face together are:

- The strengthening of our excellent but depleted Ministry Team.
- The problem of retaining the young beyond Sunday Club age, and involving them directly in church activities, including active participation in church services.
- Possible refurbishment of the Gallery at the West End - currently on hold due to the pandemic and finance.
- Continuing quinquennial and fabric maintenance work.
- Encouraging new members of the church, as they feel more settled with us, to become more involved in the life of the church.
- Responding to the Diocese's *Called Together* initiative.
- Possible capital projects such as repairs to the church roof, upgrading our Chancel lighting system and cleaning of the mosaics.
- Returning to normal Church Life after Lockdown

# *St. Mary's Church*

The Parish Church of Riverhead with Dunton Green, Kent



## **FINANCIAL STATEMENTS OF PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**For the year ending 31 December 2021**

# PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

## Statement Of Financial Activities

For the year ending 31 December 2021

	Notes	Unrestricted Funds £	Designated Funds £	Restricted Funds £	<b>Total 2021 £</b>	Total 2020 £
<b>Income and endowments</b>						
<i>Voluntary income</i>	2a	67,180	9,431		<b>76,611</b>	52,875
<i>Activities for generating funds</i>	2b	1,497	9,860	347	<b>11,704</b>	6,503
<i>Income from investments</i>	2c	50	56		<b>105</b>	489
<i>Church activities</i>	2d	2,722			<b>2,722</b>	755
<b>Total Income</b>		<b>71,449</b>	<b>19,347</b>	<b>347</b>	<b>91,143</b>	<b>60,623</b>
<b>Expenditure</b>						
<i>Church activities</i>	3a	37,532	3,641	3,165	<b>44,338</b>	76,677
<i>Raising funds</i>	3b	632			<b>632</b>	194
<b>Total Expenditure</b>		<b>38,163</b>	<b>3,641</b>	<b>3,165</b>	<b>44,970</b>	<b>76,871</b>
<b>Net Income/(Expenditure)</b>		<b>33,286</b>	<b>15,706</b>	<b>(2,819)</b>	<b>46,173</b>	<b>(16,248)</b>
<b>investment gains</b>						
<b>Net Income/(Expenditure)</b>		<b>33,286</b>	<b>15,706</b>	<b>(2,819)</b>	<b>46,173</b>	<b>(16,248)</b>
Transfers between funds - transfers in		(3,169)		0	<b>(3,169)</b>	1,832
Transfers between funds - transfers out			3,518		<b>3,518</b>	(1,482)
<b>Net movement in funds</b>		<b>30,118</b>	<b>19,224</b>	<b>(2,819)</b>	<b>46,522</b>	<b>(15,898)</b>
<b>Reconciliation of funds</b>						
Total funds b/fwd at 1 January		103,245	38,142	5,923	<b>147,310</b>	163,208
<b>Total funds c/fwd at 31 December</b>		<b>133,363</b>	<b>57,365</b>	<b>3,104</b>	<b>193,832</b>	<b>147,310</b>

# PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

## Balance Sheet at 31 December 2021

	Notes	2021 £	2020 £
<b>Current assets</b>			
Stock			
Investments ( <i>shortly to be disposed of for spending</i> )	6b		
Debtors	5	4,954	5,077
Short term deposits		129,357	125,733
Cash at bank and in hand		<u>77,706</u>	<u>16,499</u>
		<b>212,016</b>	147,310
<b>Liabilities</b>			
Creditors - amounts falling due within one year	6	<u>18,184</u>	
<b>Net current assets/(Liabilities)</b>		<b><u>193,832</u></b>	<u>147,310</u>
<b>Total assets less current liabilities</b>		193,832	147,310
Creditors - amounts falling due after one year	6		
<b>TOTAL NET ASSETS</b>		<b><u>193,832</u></b>	<b><u>147,310</u></b>
<b>Parish Funds</b>			
Unrestricted	7	133,363	103,245
Restricted	7	3,104	5,923
Designated	7	<u>57,365</u>	<u>38,142</u>
<b>TOTAL FUNDS</b>		<b><u>193,832</u></b>	<b><u>147,310</u></b>

Approved by the Parochial Church Council and signed on its behalf by:  
Rev'd Andy Finn

The accompanying notes form a part of these financial statements.



## NOTES TO THE FINANCIAL STATEMENTS

For the year ending 31 December 2021

### 1 Accounting policies

#### a Basis of preparation

The PCC is a public benefit entity within the meaning of FRS102. The financial statements have been prepared under the Charities Act 2011 and in accordance with the Church Accounting Regulations 2006 governing the individual accounts of PCCs, and with the Regulations' "true and fair view" provisions, together with FRS102 2016 as the applicable accounting standards and the 2016 version of the Statement of Recommended Practice, Accounting and Reporting by Charities SORP FRS102.

The financial statements have been prepared under the historical cost convention, except for the valuation of investment assets which are shown at fair value.

The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body, nor those which are informal gatherings of church members.

#### b Funds

Funds held by the PCC are:

*Unrestricted funds* - These represent the remaining income funds of the PCC that are available for spending on the general purposes of the PCC, including amounts designated by the PCC for fixed assets for its own use or spending on a future project and which are therefore not included in its 'free reserves' as disclosed in the trustees' report.

*Designated funds* - monies set aside by the PCC out of unrestricted funds for specific future purposes or projects.

*Restricted funds* - These are income funds that must be spent on restricted purposes and details of the funds held and restrictions provided are shown in the notes to the accounts.

*Endowment funds* - These are restricted funds that must be retained as trust capital either permanently or subject to a discretionary power to spend as capital income, and where the use of any income or other benefit derived from the capital may be restricted or unrestricted. Full details of all their restrictions are shown in the notes to the accounts.

#### c Incoming resources

##### Recognition of income and endowments

These are included in the Statement of Financial Activities (SOFA) when:

1. the PCC becomes legally entitled to the use of the resources;
2. and the inflow of economic benefits is probable; and
3. the monetary value can be measured with sufficient reliability.

**Fundraising costs** - Funds raised from events and trading activities (e.g. a fete, a garden party or sales of books and magazines) are reported gross in the SOFA – i.e., before any related costs that may have been deducted from the gross proceeds.

**Grants and donations** - Grants and donations are included in the SOFA when any preconditions preventing their use by the PCC have been met. For collections and planned giving this is when the funds are received.

**Gift Aid Tax claims, etc.** - Gift Aid and other tax claims are included in the SOFA at the same time as the cash donations to which they relate.

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ending 31 December 2021

1 Accounting policies (Cont'd)

c Incoming resources (Cont'd)

**Gifts in kind** - Gifts in kind are accounted for at a reasonable estimate of their fair value at the time of gift, if feasible, or else at the amount actually realised from their disposal. Gifts in kind for sale to fund the PCC are included in the accounts at their estimated fair value at the date of gift, if feasible – or else recognised when sold by the charity. Gifts in kind for the PCC's own use are included in the SOFA as incoming resources at their fair value when receivable, and expensed as and when consumed in use. Gifts of fixed assets, if material, are included in the balance sheet at their fair value and expensed over the asset's useful economic life.

**Donated services and facilities** - These are included in income (and at the same time in resources expended) at the estimated fair value to the PCC of the service or facility received.

**Volunteer help** - The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Rental income** - Rental income from the letting of the church is recognised when the rental is due.

**Investment income** - This is included in the accounts when receivable.

**Investment gains and losses** - This includes any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

d Expenditure and Liabilities

**Liability recognition** - Liabilities are recognised as soon as there is a legal or constructive obligation and settlement is probable and quantifiable.

**Governance costs** - Include costs of the preparation and examination of statutory accounts, the costs of trustee meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants payable without performance conditions** - These are recognised in the accounts when a commitment has been made externally and there are no pre-conditions still to be met for entitlement to the grant which remain within the control of the PCC.

e Assets

**Consecrated and beneficed property** - In so far as consecrated and benefice property of any kind is excluded from the statutory definition of "charity" by Section 10(2) (a) and (c) of the Charities Act 2011 such assets are not capitalised in the financial statements.

**Movable church furnishings** - These are capitalised at cost and depreciated over their useful economic life other than where insufficient cost information is available. In this case the item is not capitalised, but all items are included in the Church's inventory in any case.

**Tangible fixed assets for use by the Church** - These may be capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or else, for gifts-in-kind, at a reasonable estimate of their open market value on receipt.

Depreciation is calculated to write off the cost of tangible fixed assets less their currently anticipated residual fair value over their estimated useful lives as follows:

Land	Nil
Buildings*	Nil
Fixtures & Fittings	20 years
Computers	3 years
Motor vehicles	15 years

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ending 31 December 2021

**1 Accounting policies (Cont'd)**

**e Assets (Cont'd)**

\* No depreciation is provided on buildings as the currently estimated residual value of the properties is not less than their carrying value and the remaining useful life of these assets currently exceeds 50 years, so that any depreciation charges would be immaterial. An impairment review is carried out at each year-end and any resultant loss identified and included in expenditure for the year.

**Investments** - Investments quoted on a recognised stock exchange or whose values derive from them (CIFs, etc.) are valued at market value at the year end. Other investments assets are included at trustees' best estimate of the market value.

**Trading Stocks** - These are valued at the lower of cost (or gift value) or year end fair value.

**Short term deposits** - Include cash held on deposit either with the CBF Church of England Funds or at the bank.

**f Fixed Assets**

The PCC has no fixed assets, neither tangible nor investment.

# PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ending 31 December 2021

### 2 Income and endowments

	2021			TOTAL 2021	2020			TOTAL 2020
	Unrestricted Funds £	Designated Funds £	Restricted Funds £		Unrestricted Funds £	Designated Funds £	Restricted Funds £	
<b>a Voluntary income</b>								
Planned giving - gift aid	33,664			33,664	31,860			31,860
Planned giving - Other					630			630
Collections	4,302			4,302	4,684			4,684
Donations and appeals	4,207			4,207	4,020			4,020
Income tax recoverable on donations & appeals	7,210			7,210	9,681			9,681
Grants	5,000	9,431		14,431				
Legacies	12,797			12,797	2,000			2,000
	67,180	9,431		76,611	52,875			52,875
<b>b Activities for generating funds</b>								
Fetes, bazaars and other fund-raising events	1,497		190	1,687	352			352
Magazine advertising								
Church hall lettings to non church organisations		9,860		9,860		5,311		5,311
Lunch Club receipts			157	157			840	840
Traidcraft								
	1,497	9,860	347	11,704	352	5,311	840	6,503
<b>c Income from investments</b>								
Dividends and interest	50	56		105	403	86		489
Rent from land or buildings owned by the PCC								
	50	56		105	403	86		489
<b>d Church activities</b>								
Fees from weddings etc	2,722			2,722	212		540	752
Magazine sales					3			3
	2,722			2,722	215		540	755
<b>e Other income</b>								
Insurance receipt								
Donated services								
Other								
<b>Total income</b>	71,449	19,347	347	91,143	53,845	5,397	1,381	60,623

# PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN

## NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ending 31 December 2021

### 3 Expenditure

	2021			TOTAL 2021 £	2020			TOTAL 2020 £
	Unrestricted	Designated	Restricted		Unrestricted	Designated	Restricted	
	Funds £	Funds £	Funds £		Funds £	Funds £	Funds £	
<b>a Church activities</b>								
Missionary and charitable giving (Note 8):								
Overseas:					325			325
Home:	1,048			1,048	347			347
Ministry costs:								
Diocesan offer	12,000			12,000	48,878			48,878
Working expenses	612			612				
Vicarage expenses	5,068			5,068	95		1,282	1,378
Assistant staff								
Upkeep of services	5,712			5,712	3,464		164	3,628
Church running and maintenance								
Utilities	1,965			1,965	1,619			1,619
Insurance	4,852			4,852	4,873			4,873
Maintenance	3,161		3,136	6,297	6,586			6,586
Major repairs - structural renewal								
Mission, training and outreach								
Parish magazine								
Church hall costs								
Utilities		925		925		1,224		1,224
Insurance (Incl in Church)								
Maintenance		2,716		2,716		4,140		4,140
Administration	3,114			3,114	3,659			3,659
Depreciation								
Cost of annual accounts - Ind't exam'n fee								
Bookkeeping service								
Other governance costs								
Lunch club			29	29			19	19
	37,532	3,641	3,165	44,338	69,847	5,364	1,466	76,677
<b>b Raising funds</b>								
Stewardship costs								
Fund raising costs	439			439	194			194
Traidcraft								
social events etc	193			193				
	632			632	194			194
<b>c Other expenditure</b>								
Donated services - Cleaning								
<b>Total resources expended</b>	38,163	3,641	3,165	44,970	70,041	5,364	1,466	76,871

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**For the year ending 31 December 2021**

**4 Staff costs**

- a** During the year the PCC did not employ anyone. No employee earned £60,000 pa or more. PCC members and all church workers, employed or volunteer, are entitled to claim travelling and other expenses; those claimed are noted in the accounts.

**b** *Related party transactions*

Payments made to PCC members in the year for reimbursement of expenses incurred on behalf of the PCC:

Clergy support: £611.56 - Working Expenses

Transactions with persons related to PCC members:

Payments totalling £541.11 was made to a relative of a PCC member for playing the organ.

The total donations received from related parties (PCC members) in 2021 was £8.095.

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**For the year ending 31 December 2021**

**5 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Income tax recoverable	4,954	5,077
Prepayments and accrued income		
Other debtors		
	<b>4,954</b>	<b>5,077</b>

**6 Creditors**

Creditors: amounts falling due within one year

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
HMRC Overpayment	18,184	0
	<b>18,184</b>	<b>0</b>

Creditors includes wedding deposits of £0.00 falling due after more than one year.

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**For the year ending 31 December 2021**

**7 Statement of funds**

	At 1 Jan 2021	Income	Expenditure	Transfer, other gains and losses	At 31 Dec 2021
	£	£	£	£	£
<b>Unrestricted Funds - undesignated</b>	103,245	71,449	(38,163)	(3,169)	<b>133,363</b>
<b>Unrestricted Funds - designated</b>					
Church Repair Fund	18,318	34	0	2,700	<b>21,052</b>
Church Hall Repair Fund	12,063	22	0	818	<b>12,903</b>
Church Hall Account	7,761	19,291	(3,641)	0	<b>23,411</b>
	<u>38,142</u>	<u>19,347</u>	<u>(3,641)</u>	<u>3,518</u>	<u><b>57,365</b></u>
<b>Restricted Funds</b>					
Choir	343	190	0	0	<b>533</b>
Lunch Club	822	157	(29)	0	<b>949</b>
Ramp	66	0	0	0	<b>66</b>
Tesco - Groundworks	699	0	0	0	<b>699</b>
Legacy - Mosaics	3,960	0	(3,136)	0	<b>824</b>
Organ	34	0	0	0	<b>34</b>
	<u>5,923</u>	<u>347</u>	<u>(3,165)</u>	<u>0</u>	<u><b>3,104</b></u>
<b>Total funds</b>	<u>147,310</u>	<u>91,143</u>	<u>(44,970)</u>	<u>350</u>	<u><b>193,832</b></u>



**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**For the year ending 31 December 2021**

**8 Missionary and charitable giving**

	<b>2021</b>	<b>2021</b>	<b>2020</b>	<b>2020</b>
	£	£	£	£
	General	Restricted	General	Restricted
SKET			325	
Friends of Rochester Cathedral	2		2	
Friends of Kent Churches			10	
Royal British Legion	100		200	
Churches Together			15	
Meals for Kippington			120	
Age UK	531			
Childrens Society	405			
<b>Total</b>	<b>1,038</b>	<b>0</b>	<b>672</b>	<b>0</b>

**Fees collected by the PCC (in the “agency” capacity):**

<b>Total</b>	<b>0</b>
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# *St. Mary's Church*

The Parish Church of Riverhead with Dunton Green, Kent



## **FINANCIAL REVIEW OF PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**for the year ended 31 December 2021**

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH  
DUNTON GREEN**

**Annual Accounts for the year ending 31 December 2021**

**Financial Review**

The Report of the PCC has been prepared in accordance with Financial Reporting Standard for Smaller Entities (effective January 2005).

Total incoming resources were £91,143 (2020: £60,623; 2019: £102,789) and are detailed in the financial statements, of which the Church Hall provided a gross income of £9,860 (2020: £5,311; 2019: £13,887).

Voluntary income overall has increased to £76,611 compared to last year (2020: £52,875; 2019: £78,313), including £9,431 from the local authority for business disruption associated with Covid 19 on the church hall and a contribution coming from a single legacy.

The period of reporting has been significantly impacted by a global pandemic. The church building has been closed during early 2021. The underlying voluntary giving for 2021 is higher than last year, and Planned Giving has increased slightly. Regular giving is a key aspect of funding the work the PCC undertakes. Regular giving through using the monthly or weekly envelopes and bank standing orders benefit from much needed Gift Aid. Giving via legacies is also encouraged and full details are contained on St Mary's website.

A single legacy of £12,797 was received during the year and their use is being targeted and reviewed by the PCC.

Fees received (funerals, weddings etc.) totalled £2,722 and were higher than last year (2020: £752; 2019: £6,895).

£44,338 (2020: £76,677; 2019: £84,012) was spent on church activities and is lower than last year.

Contributions to the Diocese during 2021 includes both what was previous called the 'parish share' – a payment towards the Diocese's running costs - and the payment to cover the Vicar's Stipend. £12,000 was paid to the Diocese (2020: £48,878; 2019: £48,878). The budgeted contribution for 2022 to the Diocese is £18,000. This Indicative Offer is lower than the Indicative Offer Calculation from the Diocese.

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**Annual Accounts for the year ending 31 December 2021**

Utility bills for gas and electric for the church totalled £1,965 (2020: £1,619; 2019: £2,566).

The Church Hall had expenditure of £3,641 (2020: £5,364; 2019: £6,270).

Charitable giving by St Mary's was £1,048 (2020: £672; 2019: £1,257).

The result for the year was a net incoming of resources of £46,522 (2020: net outgoing resources £15,898; 2019: net incoming of £16,906).

Actions suggested to be reviewed for 2022 include:

- Budgets for income and expenditure have been set and regular monitoring will take place
- We need to encourage improvements to the level of regular giving and are looking at widening the use of the Parish Giving Scheme as a means of encouraging efficient Gift Aid digital donations
- Explore how resources can be shared between the three churches forming the West Sevenoaks Team Ministry
- Details continue to be refined on the church's website to provide clarity regarding the types of giving and how to do this and increase awareness of the benefit of Gift Aid
- Reinforce the contactless and digital methods of accepting donations, both in and out of church
- Increase the numbers on the electoral roll
- Review where further cost savings can be made
- Maintain reserves as targeted
- Utilise the procurement policy developed to obtain competitive quotations for work required
- Apply for grants that may become available

The total fund balances carried forward at 31 December 2021 were £193,832 (2020: £147,310; 2019: £163,208).

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**Annual Accounts for the year ending 31 December 2021**

The Church Repair Fund and Hall Repair Fund have year-end balances of £21,052 and £12,903 respectively (2020: £18,318 and £12,063 respectively) and these are retained towards meeting the future cost of repairs to the fabric of the church and hall, including costs arising from the Quinquennial inspection. The Quinquennial Inspection took place on 9 March 2021. The works identified within the Report require the contributions set aside for the anticipated repairs noted to be undertaken.

The Lunch Club Fund has received minimal income during the year of £157 (2020: £840; 2019: £588) and incurred costs of £29 (2020: £19; 2019: £1,581). The closing Lunch Club Fund balance is £949 (previous years closing balances: 2020: £822; 2019: £0). A review of the income and expenditure has been undertaken and the payment made for those benefitting from the weekly meals has been increased.

The Cash at bank stated on the Balance Sheet includes two overpayments received from HMRC for a Gift Aid application. Three attempts have been made to return these funds to HMRC and on each occasion the funds have been returned. The overpayment is £18,184. The overpayment will be returned to HMRC when subsequent Gift Aid applications are made.

We have striven to minimise expenditure and encourage giving during 2021 by undertaking the following:

- Continue to obtain income from the Easyfundraising and AmazonSmile websites
- Received income from the recycling of old mobile phones and printer cartridges through Recycle4Charity
- Promoted different ways of giving, which can now be done contactless and by all types of payment card
- We successfully re-negotiated in 2020 the renewal of the utilities contract on a fixed price basis for a period which expires in February and March 2024 which will significantly help limiting the impact of the substantial rise in the cost of utilities
- Explored savings on the photocopier, the contract of which expires in July 2023

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH DUNTON GREEN**

**Annual Accounts for the year ending 31 December 2021**

- Entered into a long term agreement for the insurance of the church and hall to provide rate stability up to January 2024
- Successfully applied and obtained a £5,000 grant in August 2021 to help improve the acoustics within the church. The works are required to be completed by 21 October 2023. The grant application was made to the Marshall's Charity
- Successfully applied for a Covid 19 grant in February 2021 from Rochester Diocese of £5,000
- Successfully applied for Local Restrictions Support Grant from Sevenoaks District Council in March 2021 for the loss of business for the church hall of £9,431

**Reserves**

It is PCC policy to deposit money not needed for day-to-day activities in the CBF Church of England Deposit accounts. The amounts totalled £95,402 (2020: £95,352; 2019: £94,949).

The CBF Deposit Funds for the church are held by CBF and have not been eroded this year. The CBF Fund at the end of the year was £20,106. This equates to 41% of the payments the church budgeted for in 2021.

The unrestricted funds of £133,363 (2020: £103,245; 2019: £118,515) include the Parish Investment Trust of £75,296 (2020: £75,296; 2019: £75,296). Any interest raised from this Trust is paid into the CBF Deposit Account. As recorded previously, an important development during 2016 was the receipt of confirmation from the Diocese that this Trust fund can be accessed by the PCC for any ecclesiastical purposes of the parish.

The target for general reserves is for a sum equivalent to between three and six months of outgoings, which normally would broadly equate to between £12,000 to £24,000. The general reserves of £59,522 (2020: £27,966) falls within this range.

**PAROCHIAL CHURCH COUNCIL OF ST MARY THE VIRGIN, RIVERHEAD WITH  
DUNTON GREEN**

**Annual Accounts for the year ending 31 December 2021**

**Thanks**

I would like to include my thanks to Trevor Harrison, Paul Todd, Margaret Nicholas, Barry Sharp, Bryan Nicholas and all those assisting with the counting and processing of the weekly collections, and for their ongoing support.

It is proposed that these accounts are to be examined by Jim Metcalf FCMA. The PCC would like to express their thanks in advance to him for undertaking this work.

Stuart Wigley (Hon Treasurer)

7 February 2022

## **Independent Examiner's Report to the PCC of St Mary the Virgin, Riverhead with Dunton Green**

I report on the accounts for the year ended 31 December 2021 which are set out on pages 1 and 2.

### **Respective responsibilities of the Trustees and the Independent Examiner**

The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- follow the procedures laid down in the General Directions given by the Charity Commissioners in section 145(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a consideration of any unusual items or disclosures in the accounts and seeking explanations from appropriate trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion on the accounts.

### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with Section 130 of the 2011 Act; or
  - to prepare financial statements which accord with these accounting records have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr James Metcalf, FCMA

Flat 2, Epicurus House, 1-3 Akehurst Lane, SEVENOAKS TN13 1JN  
March 2022